

-JOB POSTING NOTICE (EOE)-

CLOSING DATE: 10/29/15 (4:30 PM)

STATE JOB TITLE:	NURSE ADMINISTRATOR/MGR II	STATE JOB CLASS:	EA80
BAND: 08	SALARY RANGE \$ 057299 - \$ 106012	SPECIAL INCENTIVE:	YES
LEVEL: D	SALARY RANGE \$ 064456 - \$ 101965	SCEIS POSITION #:	61019275

AGENCY PREFERRED QUALIFICATIONS:

A BACHELOR'S DEGREE IN NURSING AND SIX (6) YEARS EXPERIENCE AS A REGISTERED NURSE, INCLUDING TWO (2) YEARS SUPERVISORY NURSING EXPERIENCE; OR AN ASSOCIATE DEGREE IN NURSING AND EIGHT (8) YEARS EXPERIENCE AS A REGISTERED NURSE, INCLUDING TWO (2) YEARS SUPERVISORY NURSING EXPERIENCE.

DESCRIPTION OF DUTIES:

RESPONSIBLE FOR COMPLETE DAY-TO-DAY OPERATION OF THE MEDICAL UNIT ON AN EXPANDED LEVEL 24 HOUR DAYS/7 DAYS WEEK. RESPONSIBLE FOR THE INCREASED STAFF AND PATIENT LOAD INCLUDING DENTAL, MENTAL HEALTH SERVICES AND EMERGENCY CARE AFTER NORMAL OPERATING HOURS. SERVES AS BOTH A LIAISON FOR THE DIVISION OF MEDICAL AND PROFESSIONAL HEALTH SERVICES AND AS THE CONTACT PERSON FOR HEALTH CARE RELATED ISSUES AT THE INSTITUTION LEVEL.